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An Equal Opportunity Employer

To: All DWD Employees

From: Monty W. Combs
Deputy Commissioner/ Controller *MC*

Date: March 31, 2005

Subject: DWD Policy 2004-28
State Travel Bonuses Policy

Re: All Funding Sources Administered by DWD

Purpose: To inform state employees about the official State of Indiana Policy
regarding travel bonuses (Financial Management Circular #2003-1)

Rescission: DWD Policy #2002-33, issued April 11, 2003

Content: Several travel-oriented businesses offer certain incentives for travelers in an attempt to obtain their repeat business. These could come in such forms as frequent flyer miles from airlines, free lodging from hotels, and other premiums, bonuses and compensation.

It is the policy of the State of Indiana, as stated in Financial Management Circular #2003-1, Section 4-8, that any compensation, premium, or bonus earned while a state employee is on state business, becomes the property of the state. This includes but is not limited to bonuses, premiums and compensation for airline travel, other common carrier, hotel or motel, and rental cars. For example, if a state employee earns a free night of lodging for staying at a hotel for a certain number of nights, that free night of lodging is the property of the state. **It cannot be used for the employee's personal use.** Since the bonus was given due to lodging while on state business, it must therefore be relinquished to the state by using the free night in the performance of further state business.

Employees who violate this policy will be required to reimburse the State of Indiana in the full amount of the gratuity.

Effective Date: April 18, 2005

Review Date: January 31, 2007

Ending Date: April 18, 2007

Action: All staff earning travel bonuses, premiums, or any other form of compensation **must** use that earned gratuity in the pursuit of state business. Questions regarding this policy should be directed to Pat Tweedy, Manager of Accounts Payable, at 317-232-7726 or Missy Wolfe, Assistant Manager of Accounts Payable, at 233-6673.

Ownership: Accounts Payable

MWC/MRW: mw